



City of Pleasant Hill

Certificate of Compliance Information Sheet

Purpose

The Subdivision Map Act (Section 66499.30) states that no person shall sell, lease, or finance any parcel or parcels of real property or commence construction of any building for sale, lease or financing thereon, except model homes, or allow occupancy thereof, for which a final map or parcel map is required by state law or local ordinance, until the final map or parcel map is in full compliance with state law and local ordinance and has been filed for record by the recorder of the county in which any portion of the subdivision is located.

A Certificate of Compliance (COC) is a document issued on a parcel of land stating that the division of land was legal, or in compliance with the laws and ordinances in effect at the time of creation. A COC only states compliance for the purposes of SALE, LEASE or FINANCE, and does NOT guarantee that the parcel of land is a developable site.

Submittal requirements

Review Fee

- \$1,000.00 Deposit (full cost recovery, billed at \$119/hour)

Exhibit (see attached sample map)

- On 8 ½" x 11" paper and black ink only
- Drawn to an engineer's scale, no reductions
- Show parcel boundary with bearings and distances
- Show location and use of all structures, property/easement lines, and utilities, and distances between
- Show all easements and identify book and page of recording
- Show distance from road centerline to public road easement line
- Show street names and distance to the nearest intersection
- Show title block, name of surveying firm, north arrow and scale (do not show APN's)
- Identify all adjacent subdivisions, certificates of compliances, records of survey, etc. with lot numbers and recording data (use screened font)
- Signed and stamped by Licensed Civil Engineer or Land Surveyor

Closure Calculations

- Signed and stamped by Licensed Civil Engineer or Land Surveyor

Title Report

- Must be dated no more than 90 days prior to the submittal of complete package and remain max. 90 days old throughout the review process

Chain of Title

- Include copies of all deeds from the most present back to prior to 1972, for all parcels

Legal Description

- On 8 ½" x 11" paper
- Signed and stamped by Licensed Civil Engineer or Land Surveyor

The Engineering Division will process, review and approve the application prior to recordation at the Contra Costa County Recorder. For more information, please call (925) 671-5261.